Individuals Authorized Access to CMS Computer Services (IACS) Request Access to a CMS Application Quick Reference Guide

This Quick Reference Guide provides step-by-step instructions to access the IACS *Modify Account Profile* functionality and request access to a CMS Application.

This guide applies to users in the Provider/Supplier, FI/Carrier/MAC and CMS Contractor Communities. Those users are Individual Practitioners and Organization's User Group Administrators, End Users and Surrogates who use CMS applications integrated with IACS.

The Steps to Request Access to a CMS Application for a Community User are:

Step	Action	Screen Displayed
Step 1	Go to the CMS Applications Portal website: https://applications.cms.hhs.gov	
Step 2	Read the contents of the CMS Applications Portal WARNING / REMINDER screen. Select the Enter CMS Applications Portal button.	COST Contract of Registry & Residence Services Contract for Medicane S. Medicane Services Fundamental Contract Contrac
Step 3	Select the <i>Account Management</i> hyperlink on the menu bar toward the top of the CMS Application Portal Introduction screen.	CAREY, Concerns for Medicines S Medicines (S Medicine) (S

Action	Screen Displayed
Select the <i>My Profile</i> hyperlink on the Account Management screen. Refer to the <i>Help Resources</i> portion of the screen and record the contact information for your Help Desk. Note: If you need assistance with the <i>Modify Account Profile</i> functionality, contact your Help Desk.	*** It is improvement through a former former in Medicard Comprovement (in the 1997 Comprovement of mode) in Medicard Comprovement (in the 1997 Comprovement of the 1997 Comprovement (in the 1997 Comprovement of the 1997 Comprovement (in the 1997 Compro
Enter your IACS <i>User ID</i> and <i>Password</i> in the fields provided on the Login to IACS screen. Select the <i>Login</i> button.	CONTRINS for Medican & Medical Society (1985) Intelligence of Contribution (1985) I
Select the <i>Modify Account Profile</i> hyperlink on the My Profile screen.	The contract of the contract o
Select the <i>Modify Provider Profile</i> option from the drop-down list in the <i>Select Action</i> field in the <i>Access Request</i> portion of the <i>Modify Account Profile</i> screen. Note: The options displayed may vary according to your CMS User Community, but the process you will	Actives Expert Indicate Indi
	Select the <i>My Profile</i> hyperlink on the Account Management screen. Refer to the <i>Help Resources</i> portion of the screen and record the contact information for your Help Desk. Note: If you need assistance with the <i>Modify Account Profile</i> functionality, contact your Help Desk. Enter your IACS <i>User ID</i> and <i>Password</i> in the fields provided on the Login to IACS screen. Select the <i>Login</i> button. Select the <i>Modify Account Profile</i> hyperlink on the My Profile screen. Select the <i>Modify Provider Profile</i> option from the drop-down list in the <i>Select Action</i> field in the <i>Access Request</i> portion of the Modify Account Profile screen. Note: The options displayed may

Step	Action	Screen Displayed
Step 8	Select the Request Access to Application option from the dropdown list in the Action field of the My Current Access Profile table.	Access Respect
Step 9	Select the desired <i>Application</i> from the drop-down list in the <i>Select Application</i> field in the <i>Access to Applications</i> portion of the screen.	Access Respect Constitution [Institution for a] Constitution for a] Constitution [Institution for a] Access to Applications Constitution [Institution for a] Access to Applications Constitution [Institution for a] Constitution [Institution for a] Constitution for a] Constitution [Institution for a] Constitution for
	Note : Only applications available to your User Community will be displayed.	NOT SERVED NOT SERVED SPECIAL SERVED SPECIA
Step 10	Select the desired <i>Role</i> from the drop-down list in the <i>Select Role</i> field in the <i>Access to Applications</i> portion of the screen.	Access Respect Search Asses Search Searce Searce Search Searce Searce
	Note: Only roles available for the application that you select will be displayed.	West Cases Det States Control Cases Control Case
Step 11	Enter a brief justification statement for your access request in the Justification for Action field. Select on the Next button.	Access Respect I want have Profession company Profession company
		Designation of Contract of Con

Step	Action	Screen Displayed
Step 12	You will receive confirmation of your request. You can return and modify your request or continue by selecting the <i>Submit</i> button. Note: If you select the <i>Cancel</i> button, your request will be cancelled.	U.S. Department of Health & Heman Services CONST. CONTROL SPORT Medicane & Medicaid Services Individuals Authorized Access to the CMS Computer Services (IACS) Modify Request Confirmation 'You make thought by our profit. 1s your of the request make one Sedent bake. If you work to direct a feet of the Services o
	Select on the Submit button to continue with your request.	
Step 13	Record the tracking number for your request or print the screen by selecting the <i>Print</i> button to the right of the text.	Containing for Medicane & Medicald Sonyiotis Infinitials Authorized Access to the CMX Computer Services (IACS) Medification Request Acknowledgement That to the time speath most registrate. That the time speath most registrate. That the time speath most registrate most registrate. That the time speath most registrate most registrate. The speak pointer for an interrogramment registrate most reg
	Note: if you need assistance from your Help Desk, you will need this tracking number.	THE WATER TO SERVICE AND ADDRESS OF THE PARTY OF T
	Select on the OK button to complete your request.	
Step 14	request for access to the Individuals Authorized Access to the CMS Computer For your request. Contact your Help Desk if you do not request within 24 hours.	Authorized Access to the CMS Computer Services (IACS) has been received. Your
		request will be processed. You will receive a separate email message with additional information after your request has been processed.
	Note: Refer to communications from the business owner for the CMS application you wish to access for instructions on how to access the	Please use the following Request Number when contacting your Helpdesk regarding your request.
	application.	Request #: REQ- <your appear="" here="" number="" will="">.</your>
		Please do not reply to this system- generated email.

Step	Action	Screen Displayed
Step 15	You will receive notification via email once your application access request is approved.	Your Modify Profile Request #: REQ- <your appear="" here="" number="" request="" will=""> has been approved and processed in the Individuals Authorized Access to the CMS Computer Services (IACS). Thank you. IACS</your>